



PHRC Event Attendance Request Form

Please fill out this form as completely as possible to allow us to consider involvement in your event. Please note that inability to accommodate a request is not a reflection of PHRC views or opinions nor a reflection on your event

Upon completion, submit via email to phrc@pa.gov or mail to: Event Attendance Request, 555 Walnut Street, Suite 808, Harrisburg, PA 17101.

REQUESTOR INFORMATION	
Today's Date	
Requestor Name	
Requestor Email	
Organization Name	
Date of Event	
Time of Event	
PHRC member requested (Choose from list)	
Event Name	
Event Purpose	
Event Topic	
Other event sponsor/collaborating organizations	
Will this event be ticketed?	Yes No
Will this event charge for tickets?	Yes No
How much for tickets?	
Is this event a fundraiser?	Yes No
Intended Audience	
What type of involvement is requested? Presentation? Panel? Keynote?	

What should the topic be?	
How long?	
Who else is speaking or presenting?	
Event Day-of Contact Name and Phone	
Anything else?	